



# Montana Public Safety Officer Standards & Training Council

2260 Sierra Road East  
Helena, MT 59602

Phone: (406) 444-9975  
Fax: (406) 444-9978

## POST INSTRUCTOR APPLICATION

Please write or print legibly.

Applicant Name \_\_\_\_\_ Agency Name \_\_\_\_\_  
POST ID Number \_\_\_\_\_ Agency Address \_\_\_\_\_  
Applicant Address \_\_\_\_\_

### 1. Applications for POST Certified Instructor Specializing in:

☐ Original Application

☐ Renewal Application

Name of Subject \_\_\_\_\_

Name of Subject \_\_\_\_\_

Name of Subject \_\_\_\_\_

### 2. Education/Training Supporting this Application

Name and Address of College	Diploma or Degree Awarded	Type of Degree Attained	Date of Award
	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Attach:

- your transcript and Diploma if not previously submitted to POST
- documentation from the Instructor Development Course or Training for Trainers Course for the subjects for which you are applying for POST Instructor Certification

**NOTE:** On renewals, you must attach documentation showing that you have met internal recertification requirements for the programs you are certified to teach.

### 3. Applicable Work History

Three years applicable work experience required. Begin with present employment. Use additional pages if necessary.

Employing Agency	Agency Address	Position Title	Dates Employed	
			From	To

### 4. Teaching Information

Agency Name and Address		Course Title	Hours
Currently Teaching Courses at			
Intend to Teach Courses at			
Agency Supervisor or Sponsor of Course			

<b>5. Attest</b>	
<i>I certify that the information contained in this application is true and correct to the best of my knowledge.</i>	
Signature of Applicant	Date

<b>6. Recommendations</b>	
Signature of Agency Head	Date

<b>7. Original Certifications Only</b>	
Sample Lesson Plan Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>A copy of your lesson plan developed for training must be attached when applying for the first time to be a POST Certified Instructor or when changes are made to an existing lesson plan. You only have to submit a lesson plan for one subject if you are applying for more than one instructor certificate.</p> <p>Lesson plans must:</p> <ol style="list-style-type: none"> <li>1. Detail a training block that is two to four hours in length</li> <li>2. Be written for a program that you teach or plan to teach. It is permissible to attach a lesson plan that you created as part of your instructor development training. <b>DO NOT ATTACH A LESSON PLAN WRITTEN BY SOMEONE ELSE.</b></li> <li>3. Include: <ul style="list-style-type: none"> <li>▪ a goal statement describing the training</li> <li>▪ performance objectives</li> <li>▪ a list of all required equipment or materials</li> <li>▪ one or two references supporting the training</li> <li>▪ outline notes an instructor would use to teach from</li> </ul> </li> </ol> <p>Instructor certificates must be renewed every two years. After two renewals or four total years of being a Certified POST Instructor, the additional Instructor renewals are valid for four years.</p> <p>No lesson plans need to be submitted when <b>renewing</b> POST Instructor certifications. You will, however, need a list of classes taught with the course name, location, dates and total teaching hours. You must also submit a summary paragraph showing how you have stayed current on the subject for which you are requesting a renewed instructor's certificate.</p>	

<b>This is to be completed by POST Staff</b>	
<input type="checkbox"/> Approve	<input type="checkbox"/> Disapprove
Signature of POST Director	Date

<b>For Original Applications Only</b>	
<input type="checkbox"/> Approve	<input type="checkbox"/> Disapprove
Signature of Academy Administrator	Date